

**ID:** 03154-SN-19-CS

**Customer:** New Los Angeles Charter School

**Fiscal Year:** 2018-19

**Type:** Procurement Review

**SubType:** General Procurement Procedure

**Question Group:** Procurement Procedures

---

**USDA Question:**

Do the procurement procedure include a description of procedures for contract management, if applicable [2 CFR, Section 200.318(b)]?

**In compliance with Federal Regulations:** NO

**Error:**

The procurement procedures do not include a description of procedures for contract management.

**Technical Assistance:**

Revise procurement procedures to include a description of procedures for contract management. Refer to CNIPS Sample Procurement Procedures, PRU 08b.

---

**USDA Question:**

Do the Procurement Procedures include procurement records and retention policy [2 *CFR*, sections 200.318(i) and 200.333]?

**In compliance with Federal Regulations:** NO

**Error:**

Although the Procurement Procedures include procurement records and retention policy language, some language is missing.

**Technical Assistance:**

Revise the Procurement Procedures to state that records will be kept for the life of the contract, plus extensions, and three additional school years. Refer to CNIPS Procurement Procedures, PRU 08b.

---